

ARTICLE V

Review Procedures

Division 1. Common Review Procedures

Sec. 16A-5-10. Purpose.

The purpose of Division 1, Common Review Procedures, is to establish the procedures that apply to all development applications within the Town. These common procedures apply to the following types of development applications: interpretations, amendments to the text of the Land Use and Development Code, amendments to the Official Zone District Map, planned unit developments (PUD) and PUD amendments, special reviews, variances, administrative modifications, subdivision exemptions, subdivisions and subdivision amendments and temporary use permits. (Ord. 4-1998 §1; Ord. 15-2000 §1)

Sec. 16A-5-20. Overview of common development review procedure.

(a) Common Procedure. Figure 5-1, Common Review Procedure, generally illustrates how the Town processes land development applications and the activities an applicant may have to complete in order to obtain approval of a development application. In general, the steps that comprise the common procedure are as follows:

- (1) Attend pre-application conference;
- (2) Submit application;
- (3) Staff reviews application;
- (4) Provision of public notice;
- (5) Action by decision-making body; and
- (6) Actions following development approval.

The following sections of this Division describe the common procedures associated with each of these steps.

(b) How the Common Procedure Applies to Particular Applications. Table 5-1, Summary of Development Review Procedures, indicates how certain elements of the common procedure apply to each type of application. It describes whether the pre-application conference is mandatory or optional for each type of application, which body is authorized to review, act upon or hear appeals for each type of application and whether public notice is required for the application. (Ord. 4-1998 §1; Ord. 6-1999 §1; Ord. 11-1999 §3; Ord. 15-2000 §1)

